

1099 DEADLINES AND DATES TO REMEMBER

December 22, 2003 - Monday

- ❑ **Agency deadline to send VEND changes** to SCO to guarantee updates are included on the T9902 reports which are printed 12/31/03
- ❑ **Agency deadline to send warrant cancellation requests** to SCO to guarantee a credit against vendor 1099 income is included on 12/31/03 reports

December 30, 2003 - Tuesday

- ❑ **Agency deadline to enter PV, JV transactions,** and SCO deadline to enter CX transactions to guarantee general ledger entries are picked up on Forms 1099. Transactions must show SCHED on SUSF

December 31, 2003 - Wednesday

- ❑ COFRS **PV, JV and CX transactions** must show ACCPT status on SUSF (call SCO for immediate updates if necessary)

January 2, 2004 - Friday

- ❑ First day the COFRS 1099 Table is populated and ready for changes

January 23, 2004 - Friday

- ❑ Last day to change 99TX, 1099, VEND, AD99 [forms are printed after the COFRS nightly cycle]

January 31, 2004 - Friday

- ❑ Forms 1099 must be postmarked

April 23, 2004 - Friday

- ❑ COFRS runs the correction process